

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date: September 20, 2012

Station:

WPBF

Drop Down

Sales Region:

NATIONAL

Drop Down

Agency:

ABAR HUTTON MEDIA

Advertiser:

NELSON/D/SENATE

Invoice #

922322

Net Invoice Amount

Invoice Date

SEPT. 2012

Amount Paid

Adjustment to Gross Billing \$ 25.00

Adjustment to Net Billing \$ 21.25

AE Name:

HANSEN

SM Name:

HORENSTEIN

Reason for DEBIT/CREDIT:

POLITICAL RATE ADJUSTMENT

Drop Down

(Field Required - must use drop down list)

EXPLANATION (Please explain in detail):

TX @\$225 LUR \$200

Revised invoice required?

NO

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on:

by